



Charter School Admission & Lottery Information

CHARTER SCHOOL APPLICATION PROCESS

1. Receive an application and fill it out in its entirety.
2. Return your completed application by the first Friday in December. (A lottery number will be assigned to each application, in the case of a lottery admission.)
3. Attend a virtual or in-person observation September to November (Wednesdays at 9 am) to make sure our program is consistent with your family's beliefs and philosophy concerning education. Families that observe after the first Friday in December will be added to the waiting list in the order their application is received.
4. The Family Communication form will be completed before the beginning of the school year in which the family is enrolling, and the Commitment forms will be made available when families complete the online enrollment forms. These are not required to be completed during the initial application process.
5. Currently enrolled 4 year olds applying to "Kindergarten" will be given preference for "Kindergarten", but must still complete the application process with the exception of the observation, which was already completed upon their entrance into the Early Education program.
6. Applications received after the first Friday in December will be enrolled if spaces are available, or will be added to the waiting list after the lottery (when applicable) has taken place.
7. If your child is identified for enrollment, either if spaces are available or through the lottery process, you will receive an Enrollment Packet by email prior to enrollment.
8. Complete the enrollment process by mid-April.

CHARTER SCHOOL LOTTERY PROCESS (when necessary)

1. The Lottery will be conducted in February, if applicable, at Community Montessori.
2. The lottery will be overseen by an independent accountant.
3. The lottery is a public meeting and you are welcome to attend. The date and time of the lottery will be posted at the school by January 28th.
4. If there are more applicants than spaces available in a given grade level, a lottery will be held for that grade level.
5. Any child who currently attends Community Montessori, as a charter school learner, will not be subject to the lottery, with the exception of "Kindergarteners", because there may potentially be more "kindergarteners" that apply than there are spaces available for "first grade". Current Community Montessori "Kindergarteners" and Early education learners will be given preference over outside applicants to "first grade".
6. Children of the school's founders, governing body members, charter school employees and siblings of CM alumni will be given preference in the lottery and for enrollment. Additional preferences will also be offered as specified by Indiana Code 20-24-5-5.
7. Currently enrolled Early Education children will get preference in the Kindergarten/first grade lottery.
8. Children with a charter sibling already enrolled at Community Montessori will be automatically enrolled, unless there are more siblings than spaces available. In that event, charter siblings will lottery as a separate group.
9. If a sibling is chosen in the lottery, all other siblings will be given preference if spaces are available, or will have their position on the wait list adjusted accordingly.
10. The lottery drawing will rotate in choosing applicants for each applicable grade level. When a lottery is warranted, names will be drawn one grade level at a time from "10th grade" to "Kindergarten", including Early Entry Kindergarten, as applicable. Besides the preferences above, each grade could potentially consist of the following separate lottery rounds:
 1. Siblings of charter learners who are enrolled at Community Montessori for the current school year.
 2. Siblings of newly-accepted learners from a higher grade level.
 3. Learners who are moving from a different charter school, as specified by Indiana Code 20-24-5-5.
 4. Non-siblings.
11. Lottery results should be posted within 24 to 48 hours to our website: www.shiningminds.com.